

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 6  
Business and Fiscal Affairs

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## **AR 6601 Facility Modification and New Construction**

### **References:**

Education Code 81130, 81132, 81133, 81141  
California Building Standards Code (California Code of Regulations, Title 24)  
("CCR, Title 24")  
ACCJC Accreditation Standard III.B. Physical Resources

### **Definition:**

A facility modification is defined as any addition to, removal of or alteration to existing facilities, including, reconstruction, new construction, improvements to site or buildings, parking lot striping or parking reconfigurations.

This administrative regulation is not applicable to routine, recurring and preventative maintenance work. The majority of maintenance work is exempt from DSA review per Section 4-315, Part 1, California Administration Code ("CAC") and defined in Section 4-314 Part 1, CAC unless there are significant alterations and reconstruction of buildings beyond construction cost thresholds cited in the California Education Code sections. Maintenance funds are not intended for funding facility modification requests.

A Facility Modification Request ("FMR") shall be forwarded to the District Office of Facility Planning, District Construction and Support Services ("DO Facilities"), for approval of all facility alterations, reconstruction, modifications, improvements and new construction to any building owned by the District. The DO Facilities shall ensure project compliance with CCR, Title 24; applicable Education Codes; district standards; design guidelines; proper review and any necessary approvals are retained by the Division of the State Architect ("DSA") the agency that oversees buildings governed by the Field Act; or the authority having jurisdiction if not the DSA (e.g. City of Santa Ana for the District Office). The DO Facilities shall ensure applicable procurement policies and laws related to the alteration or reconstruction work are adhered to for the proper management of facility and physical resources within the district. Any alteration, whether governed by the Field Act or not, shall comply with all provisions of the CCR, Title 24 including accessibility, fire life safety, and structural.

Examples of common facility modification requests could include but are not limited to the following: classroom, lab, office and/or other space reconfigurations; retrofits and tenant improvements; any removal of walls, buildings or structures; any relocation and alterations of walls and doors; instructional equipment additions that increase weight to existing floors, ceilings, walls, and/or roofs; increases to electrical loads; additional and/or new mechanical upgrades in the building; the addition of overhead mounted projectors and television screens or

other equipment to classrooms and labs; modifications or additions to certain lighting and rigging systems; modifications or additions to certain kitchen equipment which require ventilation or mechanical and electrical upgrades; the addition or replacement of marquees and monuments; new shade structures, new trellis or kiosks; addition of certain modular furniture to not impact accessibility or other fire life safety codes; the reconfiguration of classrooms, offices and all other spaces that convert or change a Taxonomy of Programs (“TOP”) code use designation in the District’s State Space Inventory database Facility Utilization Space Inventory Option Net (“FUSION”) which is submitted and updated annually to the State Chancellor’s Office.

Certain alterations or repairs to existing buildings may be exempt from DSA review and approval, but an FMR is still required to be submitted to the DO Facilities for a review and determination.

Procedure:

The following procedure shall be followed for any FMR:

1. All current FMR forms are available on the district employee intranet at: <https://intranet.rscdd.edu/Facilities> and shall be updated by the DO Facilities as needed.
2. The requestor shall fill out **Form 1** (see attached “Request Form”).
3. Form 1 shall be approved by the Responsible Originating Administrator (“ROA”) for overseeing FMR requests by staff, faculty or other individuals: Chancellor, Vice Chancellor, College President, Vice President of Administrative Services or Assistant Vice Chancellor, prior to submitting it to DO Facilities for further assessment and review.
4. Once the DO Facilities department receives Form 1 an individual will be assigned to further investigate the request. The DO Facilities department will fill out **Form 2** (see attached “Facilities Assessment”) and include the following information:
  - a) An investigation of the scope of work outlined in Form 1. The investigation can include but is not limited to: site observations, existing conditions, condition assessments, noted findings, deficiencies or corrective actions, feasibility of implementation, potential code requirement concerns, impacts or other secondary impacts, required agency approvals, a determination if the project is exempt from DSA, if there is a need for further design professional assistance (e.g. mechanical engineer, electrical engineer, architect), and/or other considerations.
  - b) An estimated budget to complete the scope of work outlined in FMR, and/or other cost concerns.
  - c) A schedule and duration of time needed to implement the FMR.
  - d) Recommendations on the scope of the work outlined in the FMR, and/or other options or considerations.
  - e) A determination if a **preliminary investigation** is needed to complete the FMR.
5. The DO Facilities will discuss and return Form 2 to the ROA for further review and consideration.
6. Upon review and consideration of the request and facilities assessment, **Form 3** (see attached “Approval Form”) must be executed by the identified parties before the request can proceed.

7. Form 3 includes approval of the budget by the ROA, including, responsibility of any cost overages/overruns on the project that may have been unforeseen.
8. Form 3 if approved by all required parties must be returned to the DO Facilities for further processing and project approval set up.
9. Upon receipt of Form 3, the project budget will be created with an identified funding source to be accounted for in the District's accounting system. All FMR project expenses shall be appropriately tracked and accounted for throughout the project until completion.
10. If a preliminary investigation is required, Forms 2 and 3 shall be updated and/or revised as needed by the DO Facilities and the ROA.
11. The DO Facilities shall be responsible for: assigning and prioritizing facility modification requests; consulting with the ROA on priorities if there are multiple and concurrent requests; coordinating the project; retaining required design professional services; obtaining required agency approvals; following district procurement policies; overseeing contractors or consultants as needed; collaborating and communicating with the ROA, requestor, college staff, students, and/or other individuals as needed throughout the progress and implementation of project.
12. The DO Facilities shall be responsible and on occasion shall be able to update or modify this administrative regulation, procedure and/or forms as needed.

**Adopted: May 7, 2018**